



Supporting Broadband
Infrastructure through Registered
Apprenticeships and
Pre-Apprenticeships
Grant Program

April 2023

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Introduction

What is PAsmart?

The PA Statewide Movement for Accountability, Readiness and Training (PAsmart) framework was developed by the Wolf administration to better align education, workforce and economic development initiatives and funding.

PAsmart is based on four goals:

1. Strategically investing resources in initiatives to support economic growth and education and training opportunities;
2. Achieving successful outcomes for Pennsylvania students, workers, businesses, and communities;
3. Improving coordination and alignment of education and workforce development programs, services, and funding; and
4. Transforming inter-agency, cross-sector collaboration around education, workforce and economic development at state, regional and local levels.

The PAsmart initiative was designed as strategic, competitive, and cross-sector investment focused on meeting the education and workforce development needs of students, workers, employers, and communities across Pennsylvania, including those disconnected from education and workforce opportunities.

PAsmart grants support the following PAsmart Principles and Funding Priorities:

- **Data-driven Innovation**
- **Cross-sector Partnership**
- **Cross-sector Alignment**
- **Stakeholder Engagement**
- **Equity, Diversity and Inclusion**
- **Capacity Building**
- **Leveraging Existing Resources**
- **Performance Outcomes**

For more information on the PAsmart Framework: Principles and Funding Priorities, please see: <https://www.pasmart.pa.gov/about/>.¹

PAsmart: Supporting Broadband Infrastructure through Registered Apprenticeships and Pre-Apprenticeships

The 2022 PAsmart *Supporting Broadband Infrastructure through Registered Apprenticeships and Pre-Apprenticeships* initiative was created in partnership with the Pennsylvania Department of Labor and Industry's Apprenticeship and Training Office. This initiative will provide up to \$800,000 to align, expand and diversify the apprenticeship model to include non-traditional populations and occupations that specifically support the Infrastructure Investment and Jobs Act (IIJA).

In November 2021, the \$1.2 trillion IIJA was signed into law by President Biden. This legislation has made federal funding available to support Pennsylvania's infrastructure and economic growth, while providing stable

employment opportunities throughout the Commonwealth. As of November 2022, \$7.9 billion in funding has been invested in Pennsylvania, supporting a number of critical infrastructure projects. However, despite the wide-ranging focus on and need for infrastructure improvements statewide, the PAsmart *Supporting Broadband Infrastructure through Registered Apprenticeships and Pre-Apprenticeships* initiative has been designed to specifically support broadband and internet expansion, which is vital in its own right.

Under the IIJA, Pennsylvania is expected to receive at least \$100 million in funding to help provide broadband coverage across the state. According to the [Pennsylvania Broadband Development Authority's \(PBDA\) master plan](#), at least 2.6 million Pennsylvanians living in 1.3 million households do not have access to internet or the skills to use technology. Additionally, 1.6 million households in the Commonwealth do not have a computer or smartphone.²

Highlighting the need for broadband expansion within its [plan](#), PBDA further elaborates, "Equal access to the internet, regardless of location or income, must be provided if Pennsylvania is to remain competitive; offer every child a quality education; access modern-day healthcare options, and provide a place for our farms and businesses to thrive and compete in a 21st-century economy. For Pennsylvania to succeed, we must close the digital divide, ensuring that every citizen and business has the access to connect to the ever-expanding digital world in which we live and work."³

However, to allow for a successful expansion of broadband throughout the Commonwealth, a capable and strong workforce must be ready to meet the demand.

According to a [report](#) commissioned by the Broadband Deployment Advisory Committee of the Federal Communications Commission in 2020, the Broadband Infrastructure Deployment Job Skills and Training Opportunities Working Group "researched key challenges responsible for the 'skills-gap' in the Broadband Industry. In examining this, the Working Group considered many occupations and job types, from the vantage point of each stakeholder. From the Employers' perspective, absorbing the cost of training, both in-house and outside, while bearing the risk of losing newly trained employees to competing companies or industries presents one of the foremost issues. For potential Workers and Students, the primary challenge is a lack of awareness of viable and exciting career paths in the Industry. For Educational Institutions/Training providers, there is a clear disconnect between the market demand and increasing need for certain skill sets and the number of training programs offering training and credentials applicable to the Industry."⁴

Therefore, in anticipation of increased employment opportunities as a result of the IIJA and investments in broadband expansion, and in an effort to continually and proactively build a pipeline of talented workers, the 2022 PAsmart *Supporting Broadband Infrastructure through Registered Apprenticeships and Pre-Apprenticeships* initiative will make funding available to organizations to align, expand and diversify the apprenticeship model with a specific focus on the broadband industry and associated occupations.

This initiative is intended to reach underrepresented populations, including women, minorities, individuals with disabilities, veterans, socio-economic disadvantaged individuals, individuals who speak English as a second language, individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment.

Applications will be evaluated by a diverse inter-agency team, and successful applicants will be selected based on the Evaluation Criteria described herein, including alignment with the PAsmart Framework: Principles and Funding Priorities. Specifically, these funds will support apprenticeship through the following opportunity:

- \$800,000 is available to expand and support **existing** Registered Apprenticeship and/or Pre-Apprenticeship Programs in broadband-related occupations with specific focus on diverse talent pipelines and underserved populations. **For the purposes of this initiative, supported occupations include: telecommunications technician, line erector (power-line distribution erector), line installer-repairer, telecommunicator, line maintainer, telecom installer technician, and network engineer.**

Apprenticeship and Training Office, PA Department of Labor & Industry

The Apprenticeship and Training Office (ATO) within the PA Department of Labor & Industry is responsible for guiding and promoting the expansion of apprenticeship programs across the state. As a State Apprenticeship Agency (SAA), the ATO is responsible for overseeing the development and approval of programs, agreements and policy that support apprenticeship and is working to embed a focus on apprenticeships within the State's workforce system and PA CareerLink® offices. While the Commonwealth of Pennsylvania accepts and supports the Federal Standards of Apprenticeship and works closely with the federal office, the ATO has developed PA's own set of apprenticeship standards that are specific to the Commonwealth. The ATO supports sponsors with the resources they need to implement high quality apprenticeship programs, including through the PAsmart grant program.

The ATO currently supports 873 program sponsors and 1,596 occupation-specific Registered Apprenticeship Programs across the Commonwealth, as well as 16,654 active registered apprentices (as of December 2022).

This PAsmart grant initiative supports the ATO's strategic goals, including:

- Developing a strong talent pipeline of individuals that are well-positioned to succeed in Registered Apprenticeship and Pre-Apprenticeship as a career pathway opportunity;
- Promoting diversity and inclusion in Registered Apprenticeship and Pre-Apprenticeship, both in the people and industries they serve, including women, minorities, individuals with disabilities, veterans, socio-economic disadvantaged individuals, individuals who speak English as a second language and individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment;
- Scaling up the volume of new and existing Registered Apprenticeship and Pre-Apprenticeship Programs and occupations through the Group Sponsorship model to support small- and medium- sized companies with the administration and planning associated with Registered Apprenticeship and Pre-Apprenticeship;
- Developing regional Apprenticeship Networks to support consortiums of employers, intermediaries, training providers, and other partners all working to develop a community of practice and strong system of Registered Apprenticeship and Pre-Apprenticeship;
- Supporting efficient and effective use of workforce development resources by promoting larger cohorts to train multiple Registered Apprentices and Pre-Apprentices at the same time; and
- Identifying and sharing best practices in the Commonwealth and across the nation to share with stakeholders.

PAsmart PY 22 Funded Grant Opportunity Specifics

Available Funding

A total of \$800,000 in competitive funding is available with a focus on the following:

1. **Diverse Talent Pipelines and Underserved Populations:** Expand current Registered Apprenticeship and/or Pre-Apprenticeship Programs in broadband-related occupations with a concentration on recruiting from diverse talent pipelines and serving populations traditionally underserved in Registered Apprenticeship. Programs should have a focus on diversity, equity, and inclusion, as well as career pathways to opportunities that pay a living wage.
and
2. **Broadband-Related Occupations:** Support existing Registered Apprenticeships and /or Pre-Apprenticeship Programs in traditional and non-traditional broadband-related occupations. **Supported occupations include: telecommunications technician, line erector (power-line distribution erector), line installer-repairer, telecommunicator, line maintainer, telecom installer technician, and network engineer.**

This \$800,000 grant opportunity will award competitive grants up to \$200,000 per application for apprenticeship and/or pre-apprenticeship programs that support broadband-related occupations in alignment with the objectives of the IJJA. **Supported occupations include: telecommunications technician, line erector (power-line distribution erector), line installer-repairer, telecommunicator, line maintainer, telecom installer technician, and network engineer.**

Grantees will coordinate their activity with the ATO's mission and vision, and PAsmart Principles and Funding Priorities. Funding must supplement, not supplant existing Registered Apprenticeship and Pre-Apprenticeship initiatives, and have a built-in sustainability plan.

Need and Purpose

The ATO is focused on addressing and fulfilling the following needs and purposes through this grant opportunity:

Diverse Talent Pipelines and Underserved Populations

Apprenticeships have a track record of success in advancing the careers of workers. Specifically, apprenticeship programs are a great opportunity to address education and skill needs when it comes to individuals with barriers to employment and often those in underserved communities. Apprenticeship enables organizations to reach a pool of potential workers that may not otherwise be able to engage in career development due to various barriers and/or- a need to earn a consistent income. Apprentices are full time employees and earn a wage while they learn the skills needed to succeed in that occupation, industry and at that jobsite.

Still, apprenticeships are severely behind in serving under-represented populations and supporting diversity, equity and inclusion (DEI). According to a recent equity snapshot from the US Department of Labor focused on demographic information for 686,000 apprentices between 2010 and 2019, 77.5% identified as white, 15.3% as African American, 2.9% as American Indian/Alaska Native, 2.1% as Asian, 1.6% as Native Hawaiian/Other Pacific Islander, and 0.5% as multi-racial. Focusing on ethnicity within this same timeframe, 567,000 apprentices provided information with 18.3% identifying as Hispanic. Between 2010 and 2019, women accounted for 8.5% of apprentices, and only 3.5% of apprentices in construction-specific programs⁵.

As recommended by [Jobs for the Future](#)⁶, "Taking steps to open up apprenticeship to more women, people of color, youth, and members of other demographic groups that have historically been underrepresented in work-based learning programs can expand access to defined career pathways and jobs that pay good wages. Redesigning apprenticeship systems so that they explicitly focus on diversity, equity and inclusion is the only

way to deliver the promise of apprenticeship to all Americans. Improving diversity in apprenticeship—and, in turn, the entire workforce—will also benefit employers, not just workers.”

Broadband-Related Occupations

Apprenticeships have been utilized to meet the needs of America’s skilled workforce for more than 75 years but many still think of occupations mainly associated with apprenticeship as those in the building trades like electricians or plumbers. Now more than ever we should look to focus beyond the traditional trades and occupations as we look for innovative solutions to the current workforce needs. The apprenticeship model is an invaluable tool in building a skilled workforce ready to meet the challenge of achieving broadband expansion across the Commonwealth.

Through this PAsmart grant opportunity, the ATO’s goal is to encourage:

- Development or expansion of a diverse pipeline of underserved Registered Apprentices from non-traditional populations, including women, people of color, individuals with disabilities, veterans, socio-economic disadvantaged individuals, individuals who speak English as a second language, individuals who were previously incarcerated, or individuals experiencing multiple barriers to employment;
- Expansion of current broadband-specific Registered Apprenticeship Programs;

For the purposes of this initiative, the following broadband-related occupations are prioritized: telecommunications technician, line erector (power-line distribution erector), line installer-repairer, telecommunicator, line maintainer, telecom installer technician, and network engineer.

Priority Consideration

Priority consideration will be given to applicants that demonstrate alignment with the PAsmart Principles and Funding Priorities. Proposals must support:

- **Data-driven Innovation:** Proposals identify a clear problem, challenge or opportunity supported by relevant data and information and include an innovative strategy to increase opportunity for Pennsylvania students, workers, employers, and communities.
- **Cross-sector Partnership:** Proposals demonstrate an effort to develop strong, high-quality cross-sector partnerships committed to working collaboratively to implement the proposal. Applicants are encouraged to have multiple partners across sectors (e.g. education partner, including secondary and post-secondary educational institutions, workforce development, business, economic development, and community partners) that demonstrate their commitment through letters of support.
- **Cross-sector Alignment:** Proposals align with existing local, regional and state education, workforce and economic development initiatives.
- **Stakeholder Engagement:** Proposals engage partners, customers and stakeholders, including the target population, in the development of the proposal and its implementation.
- **Equity, Diversity and Inclusion:** Proposals demonstrate a commitment to serve and increase access for historically under-represented and under-served students, workers, businesses, and communities. Applicants are encouraged to identify and address barriers to education and employment.
- **Capacity Building:** Proposals build the applicant’s or partners’ organizational capacity to better implement the proposal and support students, workers, businesses, and communities.

- **Leveraging Existing Resources:** Proposals demonstrate PAsmart resources will leverage and supplement, not supplant, existing public and private resources (e.g. other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals demonstrate efficient and effective use of resources.
- **Performance Outcomes:** Proposals include measurable performance outcomes and a strategy to conduct an evidence-based evaluation of the program's outcomes and overall effectiveness.

Priority consideration will also be given to initiatives that focus on the following, which are specific to this grant opportunity:

- Registered Apprenticeship and/or Pre-Apprenticeship Programs with emphasis on broadband-related occupations outlined specifically within this NGA. **For the purposes of this initiative, the following broadband-related occupations are prioritized: telecommunications technician, line erector (power-line distribution erector), line installer-repairer, telecommunicator, line maintainer, telecom installer technician, and network engineer;**
- Serving populations traditionally underserved in apprenticeships especially those with multiple barriers to employment such as the Re-Entry or returning citizen population and those with criminal backgrounds.

Project Outcomes Per Grantee

- Expand existing Individual Registered Apprenticeship Programs that serve at least 8 apprentices during the grant period;
and/or
- Expand existing Registered Apprenticeship Programs that utilize a group model that serves at least 3 employers and 25 apprentices during the grant period;
and/or
- Expand existing Registered Pre-Apprenticeship Programs that serve at least 20 pre-apprentices in programs with a career pathway concentration and close alignment with secondary and/or post-secondary educational institutions during the grant period.

Program Expenses

- Reference Appendix B for a complete list of eligible program expenses.

Evaluation Criteria

Applications will be reviewed by an inter-agency team and evaluated based on the criteria in Appendix C.

PAsmart Grant Information

Eligibility

Eligible applicants include organizations that serve as sponsors or intermediaries of currently existing Registered Apprenticeship and Pre-Apprenticeship Programs supporting aforementioned broadband-related occupations. These may include, but are not limited to, businesses, economic development organizations, industry associations, labor organizations, nonprofit organizations, post-secondary institutions, and STEM ecosystems. **Please note that this is a reimbursement grant. Funding is only provided to grantees after expenses have been incurred.**

Fiscal Agent

Any eligible applicant may serve as fiscal agent for this grant.

Application Process

All PAsmart funding Notice of Grant Availability and related materials, including the PAsmart Framework, proposal requirements, and forms, FAQs, and webinar information are available on the L&I website: www.dli.pa.gov/Grants.⁷

For more information and resources about the PAsmart initiative, visit <https://www.pasmart.pa.gov/about>.⁸

Proposed Grant Timeline and Award Period

PAsmart funding is *anticipated* to be used for grant-related activities between September 1, 2023 and March 31, 2026. Please note that the PAsmart grant funding stream is subject to a yearly waiver process and must receive approval from the State to allow for the continuation of the grant and funding. Specifically, this process begins in the second quarter of the calendar year and finishes in the third quarter. Grantees are asked not to spend funding beginning July 1st following the first year of their grant and each consecutive year, until approval is received. Any funds expended during that time may not be reimbursed if the waiver is not approved. **Waivers are not guaranteed. Grantees must be aware that the grant may be terminated at any point should the funding not be extended/available/waivered.**

Program Reporting and Evaluation

Grantees will be required to submit program and fiscal reports during and upon conclusion of the funded project. All required forms will be supplied by the Commonwealth and will be outlined in the award package. All close-out final reports are to be submitted no later than May 30, 2026 or within 60 days of full award expenditure (whichever occurs first). In addition to report submissions, awardees are required to participate in routine calls with Commonwealth staff, unless otherwise determined, to identify grant progress, share best practices and receive technical support. Additional information will be provided upon award selection.

Grant Award Administration

Awardees are required to enter into a workforce grant agreement with the Pennsylvania Department of Labor & Industry (L&I) unless the awardee is a local workforce development board. L&I reserves the right to seek repayment of funds if it is determined that funds were not utilized for the original stated and approved purpose.

L&I also reserves the right to award grants ensuring program diversity and alignment with other public funding and/or initiatives. L&I reserves the right to request modifications to applications based on questions raised during the review process. L&I shall notify all applicants whose applications are not accepted for funding under this NGA.

The Commonwealth may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) the Commonwealth needs additional or clarifying information; (4) special terms and conditions are required.

Failure to satisfactorily resolve the issues identified by the Commonwealth within a specific period determined by the Commonwealth may preclude award to the applicant.

The Commonwealth reserves the right to award grants on a conditional basis if there are concerns surrounding one or more sections of the application(s). In the instance that a conditional award is made, the applicant is

responsible to take immediate and appropriate action to remedy the area of concern in accordance with Department guidance.

The contracting officer is the only individual who can make awards or commit the Commonwealth to the expenditure of public funds. A commitment by anyone other than the contracting officer, either explicit or implied, is invalid.

Application Submission Information

Applications must be complete, including all mandatory components outlined below, and submitted by **5:00 P.M. ET on June 12, 2023.**

All applications must be no more than 12 pages (one-page max for Project Summary Cover Page, 1-page max for Application Form, and 10 pages max for Project Narrative). All applications must be single spaced on 8.5" by 11" paper, with 1" margins using 11-point Calibri font. Budget documents and letters of support do not count toward the 12 pages.

All submitted application documents must be in Adobe Portable Document Format (PDF) or Microsoft Office. Incomplete applications or applications that do not meet these specifications will not be evaluated or scored. If an application is more than 12 pages, evaluators will only review the first 12 pages.

Completed Application Components

Completed applications must including the following components:

1. Project Summary Cover Page (saved as a single file titled "Project Summary Cover Page") with the following information:
 - Name of applicant;
 - Name of fiscal agent;
 - Project title;
 - Grant opportunity for which applicant is applying;
 - Project partners;
 - Project service area (e.g., counties to be served, and House and Senate legislative districts);
 - Project summary;
 - Project point of contact and contact information.

The Project Summary Cover Page is available in Appendix D of this NGA and as part of the application package on the L&I grants page: www.dli.pa.gov/Grants.

2. Application Form (saved as a single file titled "Application Form", one-page maximum)

The Apprenticeship PAsmart Application Form is available in Appendix E of this NGA and as part of the application package on the L&I grants page: www.dli.pa.gov/Grants.

3. Project Narrative (saved as a single file titled "Project Narrative", 10 pages maximum) with the following information:
 - Details answering all of the evaluation criteria, and sub criteria, outlined herein, including:
 - Project Design and Management Plan (25 points);
 - Stakeholder Partnership (15 points);
 - Impact and Sustainability (15 points);

- Budget Form and Budget Justification (20 points); and
 - Other Evaluation Criteria, including Priority Considerations (25 points).
4. Letters of Support (saved as a single file titled “Letters of Support”):
Each application must have at least three letters of support. Each application must have at least one letter from an education, workforce development, or business/economic development partner.
 5. Budget Form (saved as a single file titled “Budget Form”):
Applicants must submit a detailed budget that includes expenditures by line item. The budget will be evaluated based on the Evaluation Criteria above, and in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the time-period September 1, 2023 to March 31, 2026. The budget will become the financial basis for any grant award, including making cost reimbursement payments over the course of the project. L&I reserves the right to unilaterally modify application budgets, prior to, and/or after grant award.

The Budget Form is shown in Appendix F and as part of the application package on the L&I grants page: www.dli.pa.gov/Grants.

Use Appendix H, FSR Cost Category, as an additional resource when completing the budget form to assist with titling and defining each available cost category.

6. Budget Justification (saved as a single file titled “Budget Justification”):
Applicants must justify each expenditure by line item, including the costs proposed in each cost category and any other information to support the budget.

The Budget Justification instructions are available in Appendix G and as part of the application package on the L&I grants page: www.dli.pa.gov/Grants.

7. Goals/Outcomes Table (saved as a single file titled “Goals/Outcomes Table”):
Describe in detail the desired outcomes of the proposed initiatives and how the outcomes will be measured. Include measurable goals, outcomes, services, performance indicator, evaluation method, target numbers to be served or results, and a timeline to meet the goal or outcome.

Use Appendix I, Goals/Outcomes Table, to clearly illustrate each category. The Goals/Outcomes Table can also be found as part of the application package on the L&I grants page: www.dli.pa.gov/Grants

8. Timeline (saved as a single file titled “Timeline”):
Describe in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, cohort start and finish dates, milestones, plans for long term sustainability, and ability to scale and replicate. Timeline should be broken down by each quarter within the grant period.

Use Appendix J, Timeline, as a guide to creating a roadmap of the project. The Timeline template can also be found as part of the application package on the L&I grants page: www.dli.pa.gov/Grants

9. Sustainability Plan (saved as a single file titled “Sustainability Plan”):
Applicants must describe how the project partners will sustain the project beyond the grant period.

Use Appendix K, Sustainability Plan, to demonstrate goals and plans to sustain the project. The Sustainability Plan template can also be found as part of the application package on the L&I grants page:

www.dli.pa.gov/Grants

10. EO 2021-06 Worker Protection Certification Form (saved as a single file titled “Worker Protection Certification Form”):

Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws.

Use Appendix L, EO 2021-06 Worker Protection Certification Form, to complete this requirement. The form can also be found as part of the application package on the L&I grants page: www.dli.pa.gov/Grants

Vendor Registration

The applicant must have a PA SAP Vendor Identification Number, Unique Entity ID, and be able to comply with the Workforce Grant agreement found [here](#). Applicants who cannot meet these additional requirements at the time of award will relinquish their award.

Pennsylvania Vendor numbers may be obtained at no cost by calling the Vendor Data Management Unit at 717-346-2676 or 1-877-435-7363, or online at www.vendorregistration.state.pa.us⁹ (click on “Non-Procurement Vendor Site”). It may take up to two weeks to receive a vendor number. If you are unable to obtain a Pennsylvania vendor number in a timely fashion, you may submit the application prior to receiving your vendor number; however, no grant will be awarded without a Pennsylvania vendor number.

The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Existing registered entities can find their Unique Entity ID by following the steps here. New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

Submission Instructions

An electronic copy of the application and all components **MUST** be emailed to the atogrants@pa.gov resource account by **5:00 P.M. ET on June 12, 2023** with the email subject: “PAsmart 2022 NGA Application: Supporting Broadband Infrastructure through Registered Apprenticeships and Pre-Apprenticeships, Name of Applying Organization.”

Reference Links for Additional Information:

¹<https://www.pasmart.pa.gov/about/>

²<https://dced.pa.gov/download/statewide-broadband-plan/?wpdmdl=117083>

³<https://dced.pa.gov/download/statewide-broadband-plan/?wpdmdl=117083>

⁴<https://www.fcc.gov/sites/default/files/bdac-job-skills-training-opportunities-approved-rec-10292020.pdf>

⁵<https://blog.dol.gov/2021/11/03/equity-snapshot-apprenticeships-in-america>

⁶<https://www.jff.org/what-we-do/impact-stories/center-for-apprenticeship-and-work-based-learning/diversity-equity-and-inclusion-apprenticeship-wbl/>

⁷www.dli.pa.gov/Grants

⁸<https://www.pasmart.pa.gov/about/>

⁹<https://www.vendorregistration.state.pa.us>

¹⁰<https://www.pacareerlink.pa.gov/jponline/Common/Apprenticeships>

¹¹<https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/WIOA.aspx>

Key Dates

Date/Time	Event	Details
4/12/2022	Release of PAsmart Notice of Grant Availability (NGA)	<p>\$800,000 in PAsmart funding:</p> <ul style="list-style-type: none"> \$800,000 is available to expand and support existing Registered Apprenticeship and/or Pre-Apprenticeship Programs in broadband-related occupations with specific focus on diverse talent pipelines and underserved populations, alignment with secondary and/or post-secondary educational institutions, and expedited growth through multi-county or statewide initiatives.
4/26/2022 11:00 A.M. ET	Bidders Webinar	<p>JOIN MICROSOFT TEAMS MEETING Join on your computer or mobile app Click here to join the meeting Or call in (audio only) +1 267-332-8737, 824553272# United States, Philadelphia Phone Conference ID: 824 553 272#</p>
6/12/2022 5:00 P.M. ET	PAsmart Grant Application Deadline	<p>All PY22 PAsmart Grant Opportunity applications and components MUST be emailed to the atogrants@pa.gov resource account with the email subject: "PAsmart 2022 NGA Application: <u>Supporting Broadband Infrastructure through Registered Apprenticeships and Pre-Apprenticeships, Name of Applying Organization.</u>"</p>

Appendix A: What is Registered Apprenticeship and Pre-Apprenticeship?

While many students are looking for traditional higher education, there are other education and training options that can lead to family-sustaining wages and meaningful careers. Many of these jobs are middle skills occupations that require a high school diploma but not a college degree. Registered Apprenticeship offers a pathway to a high-paying career and the middle class by acquiring these skills. Apprenticeships are innovative training programs that allow employers to develop and prepare their future workforce, while providing individuals with a learn-while-you-earn approach to career development. Registered Apprenticeships are a combination of on-the-job training and job-related instruction and result in receiving a nationally recognized credential.

Pre-Apprenticeship programs lay the foundation for future apprentices by preparing qualified candidates with academic knowledge and skills training tailored to specific jobs and industries while contributing to the development of a diverse and skilled workforce. Each pre-apprenticeship program establishes a connection to an existing apprenticeship program and delivers both hands-on and instructional-based learning through a variety of unique program designs and approaches. Apprentices and pre-apprentices learn both the theory and application of a highly-skilled occupation.

Benefits of Registered Apprenticeship include:

- Learning valuable employability and technical job skills
- Earning a salary during training
- Obtaining real world workexperience
- No student/trainee debt
- Gaining National Industry Certification and other credentials
- Connecting directly with an employer

Registered Apprenticeship and Pre-Apprenticeship offers employers the ability to customize and tailor the training and program to their specific workforce development needs. Workers benefit from high-quality education and training, and access to a career pathway that pays a family-sustaining wage in industries experiencing growth. Workers also earn a good wage while they learn, earn a credential of value, and complete their training debt-free. These Apprenticeship and Pre-Apprenticeship Programs are officially registered with the Pennsylvania Department of Labor and Industry (L&I) which ensures quality and adherence to the model.

[Registered Apprenticeships](#)¹⁰ and Pre-Apprenticeships offer a unique opportunity for collaboration between employers, training providers, workers, and other partners.

Appendix B: Program Expenses

Apprenticeship programs funded by this grant must be registered in the Commonwealth.

Due to the limited amount of funding, only items and activities directly related to eligible programs and activities covered in this request for application will be funded by the PAsmart grant. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals.

- Eligible expenses must be outlined in detail in the budget form (Appendix F) and budget justification (Appendix G) (*See Appendix H for more detailed information on FSR Cost Categories. Reimbursement of the classroom component of an apprenticeship program resulting in stackable and often-transferrable credentials.)
- The cost of tuition for registered apprentices and registered pre-apprentices.
- Outreach and marketing materials and campaigns to attract apprentices and pre-apprentices or in the case of the Ambassador Network Opportunity educate on and advocate for Registered Apprenticeship.
- Operational expenses as it relates directly to the participant such as travel, cellphone, rent, video conferencing services, postage, printing/copying, and other similar expenses.
- Supplies for participants and supplies to remain with program provider for program use. No one supply item to exceed more than \$5,000. (e.g. one laptop cannot exceed \$5,000 for one individual).
- Equipment for apprenticeship training or Ambassador Network related or activities.
- Program staff and instructor salaries and fringe benefits.
- Supportive Services which by definition are services that enable an individual to participate in training and includes but not necessarily limited to assistance with linkages to community services, transportation, child care and dependent care, housing, educational testing, reasonable accommodations for individuals with disabilities, legal aid services, referrals to health care, assistance with work attire and work related tools, assistance with books, fees, school supplies and payments and fees for employment and training related applications, tests and certifications.
- Incentives for Pre-Apprenticeship **ONLY** – Incentives are permitted for recognition and achievement directly tied to training activities and work experiences. Incentives are Non-Cash Assets (Assets) referring to any item that holds immediate cash value, including but not limited to, gift cards, signed or certified checks, bus passes, gas cards, and bearer bonds. This may also include items purchased that hold no immediate cash value, that were acquired with the intent to issue them as incentives.
- Contractor Services Grantees, sub-grantees, and contractors are to adhere to standards of conduct and be vigilant to prevent conflicts of interest. Grantees must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations by officers, employees, agents, or by contractors of their agents. The grantee's procurement system must ensure that contractors perform in accordance with terms, conditions, and specifications of their contracts or purchase orders. Services are subject to financial and programmatic monitoring, careful analysis of performance, and the review of documentation and reports. See Appendix G, Budget Justification, for more information on Procurement Methods.

This is not an exhaustive list of eligible expenses that may be funded. Applicants are encouraged to create customized proposals to meet their regional needs; however, only items and activities directly related to eligible programs and activities covered in this request for application will be funded by the PAsmart Grant.

All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals. Costs associated with building construction and procuring lobbying services are expressly disallowable.

Appendix C: Evaluation Criteria

Criteria	Points
Project Design and Management Plan	25 points
Stakeholder Partnership	15 points
Impact and Sustainability	15 points
Budget Form and Justification	20 points
Other Evaluation Criteria	25 points
TOTAL	100 points

Project Design and Management Plan (25 points)

- Describe the need for the expansion of an existing initiative; (5 points)
- Identify the type of program this initiative will address (include the characteristics of the individuals(s) or employers(s) to be served under this initiative), including the number of Registered Apprentices and Pre-Apprentices served. Demonstrate the coverage of multiple counties and extended reach if possible, show reach on map; (5 points)
- Describe how the proposed initiative aligns with [Pennsylvania's WIOA Combined State Plan¹¹](#); (2 points)
- Describe how the proposed initiative aligns with the local workforce development board's Plan or Regional Plan, including how the initiative will accept referrals from or provide referrals to the local workforce system; (3 points)
- Describe in detail the desired outcomes of the proposed initiatives and how the outcomes will be measured. Include goals, outcomes, services, and numbers to be served. In addition, use Appendix I – Goals/Outcomes Table to clearly illustrate outcomes; (5 points)
- Describe in detail the project timeline by creating a roadmap to include implementation steps necessary to achieve outcomes, cohort start and finish dates, milestones, plans for long term sustainability, and ability to scale and replicate. Use Appendix J – Timeline to clearly illustrate. (5 points)

Stakeholder Partnership (15 points)

- Identify key partners and additional partners; (3 points)
- Outline the roles and responsibilities of each partner; (3 points)
- Identify ability of the applicant to implement grant responsibilities of identified partners; (3 points)
- Identify applicant's prior track record related to recent workforce grants, if applicable; and (3 points)
- Identify the ability of the key personnel on the grant to foster collaboration and implement programs, including identifying each person by name and how they will support the initiative. (3 points)

Impact and Sustainability (15 points)

- Describe how proposed activities will promote the PAsmart initiative; (3 points)
- Identify any certifications and/or credentials to be obtained by participants; (3 points)
- Identify the impact of the programs and partnerships developed; (3 points)
- Describe how the partnership has the capacity to and will track and report on program data, such as performance metrics on recruitment, participation, accomplishments, impact, and related activities of the partnership; and (3 points)
- Complete sustainability plan found in Appendix K of this NGA, describing how the partnership will sustain this work in the future, including after the grant period ends. (3 points)

Budget Form and Budget Justification (20 points)

- Provide a complete budget broken out by line item. As described in Appendix G and using the Budget Form as a template; and (10 Points)
- Provide a detailed budget justification, including a detailed breakout of quantity, cost and narrative to support each line item of the budget reflective of the scope of the project and number of participants to be served. If staff will be funded by the grant, provide a description of the duties and responsibilities of each staff person to be funded. *Any salary and fringe being charged, must show the proportion amount being charged and reason for this amount (i.e., you cannot just charge 8 hours a day for every trainer/mentor).* (10 Points)

Other Evaluation Criteria (25 points)

Priority Consideration – PAsmart Principles and Funding Priorities (15 points)

Priority consideration will be given to applicants that demonstrate alignment with the PAsmart Principles and Funding Priorities. Proposals must support:

- **Data-driven Innovation:** Proposals identify a clear problem, challenge or opportunity supported by relevant data and information, and include an innovative strategy to increase opportunity for Pennsylvania students, workers, employers, and communities.
- **Cross-sector Partnership:** Proposals demonstrate an effort to develop strong, high-quality cross-sector partnerships committed to working collaboratively to implement the proposal. Applicants are encouraged to have multiple partners across sectors (e.g. education partner, including secondary and post-secondary educational institutions, workforce development, business, economic development, and community partners) that demonstrate their commitment through letters of support.
- **Cross-sector Alignment:** Proposals align with existing local, regional and state education, workforce and economic development initiatives.
- **Stakeholder Engagement:** Proposals engage partners, customers and stakeholders, including the target population, in the development of the proposal and its implementation.
- **Equity, Diversity and Inclusion:** Proposals demonstrate a commitment to serve and increase access for historically under-represented and under-served students, workers, businesses, and communities. Applicants are encouraged to identify and address barriers to education and employment.
- **Capacity Building:** Proposals build the applicant's or partners' organizational capacity to better implement the proposal and support students, workers, businesses, and communities.
- **Leveraging Existing Resources:** Proposals demonstrate PAsmart resources will leverage and supplement, not supplant, existing public and private resources (e.g. other federal or state grants and philanthropic contributions, cash, in-kind, etc.). Proposals demonstrate efficient and effective use of resources.
- **Performance Outcomes:** Proposals include measurable performance outcomes and a strategy to conduct an evidence-based evaluation of the program's outcomes and overall effectiveness.

Priority Consideration – Opportunity-Specific (10 points)

Priority consideration will be given to initiatives that focus on:

- Registered Apprenticeship and/or Pre-Apprenticeship Programs with emphasis on broadband-related occupations outlined specifically within this NGA. **For the purposes of this initiative, the following broadband-related occupations are prioritized: telecommunications technician, line erector (power-line distribution erector), line installer-repairer, telecommunicator, line maintainer, telecom installer technician, and network engineer;**
- Serving populations traditionally underserved in apprenticeships especially those with multiple barriers to employment such as the Re-Entry or returning citizen population and those with criminal backgrounds.

Appendix D: Project Summary Cover Page



Supporting Broadband Infrastructure through Registered Apprenticeships and Pre-Apprenticeships Grant Program

Project Summary Cover Page

Name of Applicant:	
Name of Fiscal Agent:	
Project Title:	
Occupation(s) Supported:	

Identify Project Outcome(s) to be Measured During the Grant Period:

- ☐ Develop or expand Individual Registered Apprenticeship Programs that serve at least 8 apprentices
- ☐ Develop or expand Registered Apprenticeship Programs that utilize a group model that serves at least 3 employers and 25 apprentices
- ☐ Develop or expand Registered Pre-Apprenticeship Programs that serve at least 20 pre-apprentices in programs with a career pathway concentration and close alignment with secondary and/or post-secondary educational institutions

Project Partners:

--

Project Service Area (*e.g., counties to be served and House and Senate legislative districts*):

--

Project Summary:

--

Project Point of Contact (including Phone Number and Email Address):

--

Appendix E: PAsmart Apprenticeship Application Form



APPLICATION FORM

Type of Submission:	Choose an item	Type of Project:	Choose an item	Applicant Type:	Choose an item
Local Workforce Development Board:		Choose an item			
Grant/Project Title:					
Targeted Industry Cluster:			Sub-Cluster:		
Counties served by this grant:					
<input type="checkbox"/> Adams	<input type="checkbox"/> Clarion	<input type="checkbox"/> Huntingdon	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Venango	
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Clearfield	<input type="checkbox"/> Indiana	<input type="checkbox"/> Montour	<input type="checkbox"/> Warren	
<input type="checkbox"/> Armstrong	<input type="checkbox"/> Clinton	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Northampton	<input type="checkbox"/> Washington	
<input type="checkbox"/> Beaver	<input type="checkbox"/> Columbia	<input type="checkbox"/> Juniata	<input type="checkbox"/> Northumberland	<input type="checkbox"/> Wayne	
<input type="checkbox"/> Bedford	<input type="checkbox"/> Crawford	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Perry	<input type="checkbox"/> Westmoreland	
<input type="checkbox"/> Berks	<input type="checkbox"/> Cumberland	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Wyoming	
<input type="checkbox"/> Blair	<input type="checkbox"/> Dauphin	<input type="checkbox"/> Lawrence	<input type="checkbox"/> Pike	<input type="checkbox"/> York	
<input type="checkbox"/> Bradford	<input type="checkbox"/> Delaware	<input type="checkbox"/> Lebanon	<input type="checkbox"/> Potter	<input type="checkbox"/> Statewide	
<input type="checkbox"/> Bucks	<input type="checkbox"/> Elk	<input type="checkbox"/> Lehigh	<input type="checkbox"/> Schuylkill		
<input type="checkbox"/> Butler	<input type="checkbox"/> Erie	<input type="checkbox"/> Luzerne	<input type="checkbox"/> Snyder		
<input type="checkbox"/> Cambria	<input type="checkbox"/> Fayette	<input type="checkbox"/> Lycoming	<input type="checkbox"/> Somerset		
<input type="checkbox"/> Cameron	<input type="checkbox"/> Forest	<input type="checkbox"/> McKean	<input type="checkbox"/> Sullivan		
<input type="checkbox"/> Carbon	<input type="checkbox"/> Franklin	<input type="checkbox"/> Mercer	<input type="checkbox"/> Susquehanna		
<input type="checkbox"/> Centre	<input type="checkbox"/> Fulton	<input type="checkbox"/> Mifflin	<input type="checkbox"/> Tioga		
<input type="checkbox"/> Chester	<input type="checkbox"/> Greene	<input type="checkbox"/> Monroe	<input type="checkbox"/> Union		
Local Workforce Development Areas (LWDA) affected by this grant:					
<input type="checkbox"/> Allegheny	<input type="checkbox"/> Lackawanna	<input type="checkbox"/> Pittsburgh	<input type="checkbox"/> West Central		
<input type="checkbox"/> Berks	<input type="checkbox"/> Lancaster	<input type="checkbox"/> Southern Alleghenies	<input type="checkbox"/> Southwest Corner		
<input type="checkbox"/> Bucks	<input type="checkbox"/> Lehigh Valley	<input type="checkbox"/> Tri-County	<input type="checkbox"/> Northwest		
<input type="checkbox"/> Chester	<input type="checkbox"/> Luzerne-Schuylkill	<input type="checkbox"/> North Central	<input type="checkbox"/> Central		
<input type="checkbox"/> Delaware	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Northern Tier	<input type="checkbox"/> South Central		
<input type="checkbox"/> Westmoreland-Fayette	<input type="checkbox"/> Philadelphia	<input type="checkbox"/> Poconos	<input type="checkbox"/> Statewide		
Is your business a Pennsylvania Qualified Small Business as described in 4 Pa. Code 2.32?					Choose an item
Applicant Information					
Name					
Address 1					
Address 2					
City			PA	ZIP Code	
Name and contact information of primary person to be contacted on matters involving this application					
First name		Last name		Phone	
Title				Email	
Funding proposal request(\$):		Labor & Industry: \$		Matching Funds \$	
Authorized representative printed name:		Name			

Authorized representative signature/date:

Auxiliary aids and services are available upon request to individuals with disabilities.

Application Form

Application Instructions

Labor & Industry (L&I) Workforce Development Grant

1. **Type of Submission:** Indicate whether this is a new request for funds for a new project or if this is a continuation of a project that was previously funded.
2. **Type of Project:** Indicate whether this grant is for training or services.
3. **Applicant:** Enter Applicant type.
4. **Local Workforce Development Board (LWDB):** Enter the name of the LWDB with whom this project will be affiliated.
5. **Grant/Project Title:** Enter the name of the project.
6. **Target Industry Cluster/Sub Cluster:** Enter the name of the Industry Cluster and, if applicable, the sub-cluster.
7. **Counties Served** – Include all counties that will be served by the grant.
8. **LWDAs affected** – List all LWDAs involved in the grant.
9. **Small Business** – Select whether your business is a Pennsylvania Qualified Small Business.
10. **Applicant Information:** Enter the applicant's name and address.
11. **Contact Information:** Enter contact information.
12. **Funding Proposal Requests:** Enter the amount requested for the project and include the amount of matching funds (if applicable).
13. **Authorized Representative:** Enter the name of the authorized representative. Sign and date the form.

Appendix F: PAsmart Apprenticeship Grant Budget Form

		Grantee Name:			
		Grant Program:	PAsmart - Supporting Broadband Infrastructure through Registered Apprenticeships and Pre-Apprenticeships		
		Funding Period:	September 1, 2023 - March 31, 2026		
				Total Award	
					Budget
ADMINISTRATION					\$ -
A1		Admin Staff Salaries & Fringe Benefits			\$ -
A2		Operational Expenses (e.g. travel, postage, printing, etc.)			\$ -
A3		Admin Indirect Costs			\$ -
CAREER & SUPPORTIVE SERVICES					\$ -
B1		Program Staff Salaries & Fringe Benefits			\$ -
B2		Operational Expenses (e.g. travel, postage, printing, etc.)			\$ -
B3		Other Program Expenses			\$ -
B5		Supportive Service Funds			\$ -
B6		Program Indirect Costs			\$ -
TRAINING					\$ -
C5		Other Training Expenses			\$ -
C8		Apprenticeship Training			\$ -
		Related Technical Instruction		\$ -	
		On The Job (OJT) Reimbursements		\$ -	
		TOTAL BUDGET			\$ -

Appendix G: Budget Justification

General Instructions for the Completion of a Budget Justification

The budget justification must include the following information:

- Each line item on the Budget Form must be explained, and the cost provided for each. Each line item on the Budget Form pertains to projected costs.
 - The total for each line item on the Budget Justification must match the total for each line item on the Budget Form.
 - **Administrative Costs cannot exceed 10 % of the requested funding.**
1. **Staff Salaries** – List all staff positions by title. State the annual salary of each person, the percentage of each person's time devoted to the project, the amount of each person's salary funded by the grant, and the total personnel cost for the period of performance. Be sure to breakout administrative and program salaries.

For example:

Administrative								
Position Title	Unit	Program Function	Hourly Wage (Step 8)	Hrs/wk	Weeks in Grant Period	Personnel Costs	Fringe Benefit (51% of Personnel Costs)	Total
Director	Director	Administrative Management & Over	\$ 50.41	0.50	52	\$ 1,310.54	\$ 668.38	\$ 1,978.92
Project Coordinator	Grants	Funds distribution and related	\$ 30.50	1.00	52	\$ 1,586.00	\$ 808.86	\$ 2,394.86
Clerk Typist	Grants	Clerical Support	\$ 16.02	0.50	52	\$ 416.52	\$ 212.43	\$ 628.95
Supervisor, Fiscal	Fiscal	Accounting & Fiscal Reporting	\$ 30.50	0.50	52	\$ 793.00	\$ 404.43	\$ 1,197.43
Budget Analyst	Fiscal	Accounting & Fiscal Reporting	\$ 26.71	0.50	52	\$ 694.46	\$ 354.17	\$ 1,048.63
Fiscal Tech	Fiscal	Accounting & Fiscal Reporting	\$ 17.45	0.50	52	\$ 453.70	\$ 231.39	\$ 685.09
Total Staffing Grantee Administration						\$ 5,254	\$ 2,680	\$ 7,934

2. **Fringe Benefits** – Provide the overall fringe benefit percentage which reflects the recipient's organizational fringe, and list the components included, such as health insurance, FICA, retirement, etc. Provide the fringe benefit calculation for each staff position listed under the salary line item. Be sure to breakout administrative and program fringe.

Salaries-Annual Lv	3.80%
Salaries-Sick Lv	1.90%
Salaries-Sick Bereav	0.10%
Salaries-Sick Family	0.20%
Salaries-Personal Lv	0.70%
Salaries-Holiday Lv	2.40%
SS-Hosp Insurance	11.50%
SS-Social Security	3.20%
SS-Medicare	0.80%
SS-Retirement	12.90%
SWIF	0.80%
SS-Emp Group Life	0.10%
SS-Health Benefits	12.60%
Total	51.00%

3. **Operational Expenses** – List all anticipated direct operational expenses and corresponding amounts being supported by the grant here. List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable (cellphone, rent, utilities, video conferencing services, printing, postage, supplies, staff travel, etc.).
4. **Other Program Expenses**– List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Costs included under *Other* should not fit into any other line-item category.

Note: If including equipment, be sure to identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies.

Supplies – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Identify if the supply will remain with participants or if supplies are to remain with program provider for program use. List the quantity and unit cost per item. No one supply item is to exceed more than \$5,000. Items with a unit cost of more than \$5,000 is equipment.

Supplies can be purchased using the Micro Purchase Method. Procurement by micro-purchase is the acquisition of supplies or services in which the aggregate dollar amount does not exceed \$3,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-federal entity considers the price to be reasonable.

Equipment – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable.

Equipment can be purchased using the Small Purchase Method. All purchases between \$3,000 and \$150,000 can use the “small purchase procedures” as the procedures are “relatively simple and informal.” Price or rate quotations must be obtained from three qualified sources and the method(s) of obtaining the price or rate quotations can be obtained in writing, listed by contractor price on a website, or generated via online search engine.

5. **Supportive Services** – Supportive services enable an individual to participate in training. These include, but are not necessarily limited to, assistance with linkages to community services, transportation, child care and dependent care, housing, educational testing, reasonable accommodations for individuals with disabilities, legal aid services, referrals to health care, needs related payments, assistance with work attire and work-related tools, assistance with books, fees, school supplies and payments and fees for employment and training related applications, tests and certifications. List types of supportive services in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Be sure to include number of participants for each line item and associated costs.

The grant applicant must have, and submit with the grant proposal, written policies and procedures governing the award of supportive services. These need to specify the types of supportive services allowed, the maximum amount per person, and must ensure that such supportive service payments are:

- (a) Tied to the goals of the specific program;
- (b) Aligned with the applicant’s organizational policies.

6. **Pre-Apprenticeship Incentives** - Incentives are permitted for recognition and achievement directly tied to training activities and work experiences. Incentives are Non-Cash Assets (Assets) referring to any item that holds immediate cash value, including but not limited to, gift cards, signed or certified checks, bus passes, gas cards, and bearer bonds. This may also include items purchased that hold no immediate cash value, that were acquired with the intent to issue them as incentives.

The grant applicant must have, and submit with the grant proposal, written policies and procedures governing the award of supportive services. These need to specify the types of supportive services allowed, the maximum amount per person, and must ensure that such supportive service payments are:

- (a) Tied to the goals of the specific program;
- (b) Aligned with the applicants organizational policies.

7. **Apprenticeship Training** – Break out training costs in this budget category. Include funding to be used for Related Technical Instruction (RTI) costs and On-the-Job Training (OJT) reimbursements. List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Be sure to include number of participants for each line item.

For example, Classroom Training Expenditures – 15 people * \$150 Forklift Training= \$2,250.00

Indirect Costs – If charging indirect costs to the grant, this line item must be populated. Include the current approved Negotiated Indirect Cost Rate Agreement, signed by the Federal cognizant agency, or a de minimis justification, as an attachment to the narrative. This should only be submitted with the grant application if outlined as an allowable expense and broken out between administration and program.

Appendix H: FSR Cost Categories

A1 – Administration Staff Salaries & Fringe Benefits:

Personnel costs for the following activities:

- 1) Accounting, budgeting, financial and cash management functions including procurement and purchasing functions; property management functions; personnel management functions; payroll functions; coordinating the resolution of findings arising from audits, reviews, investigations and incident reports; audit functions; general legal services functions; developing systems and procedures, including information systems, required for these administrative functions; and fiscal agent responsibilities; and
- 2) Performing oversight and monitoring responsibilities related to WIOA administrative functions.

A2 – Administration Operational Costs:

- 1) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- 2) Travel costs incurred for official business in carrying out administrative activities; and
- 3) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development, and operating costs of such systems.

A3 – Indirect Costs:

Indirect costs are allowed upon submission of an approved indirect cost rate or a de minimis justification. This should only be submitted with the grant application if outlined as an allowable expense.

B1 – Program Staff Salaries & Fringe Benefits

Allowable costs by function specifically on the grant awarded program costs include, but are not limited to, the following:

- 1) Personnel costs for individuals directly engaged in non-administrative activity; and
- 2) Other personnel costs for individuals whose time has been properly allocated among benefitting cost categories.

B2 – Program Operational Costs

Non-personnel, non-administrative costs incurred for the direct purpose of meeting a grant's objectives.

B3 – Other Program Expenses

Costs incurred to meet the objectives of the grant that do support the granted entity. Example: Wages paid to participants for participating in an internship.

B5 – Supportive Services Funds

Supportive services are services that are necessary to enable an individual to participate in authorized activities. These services may include, but are not limited to, the following:

- 1) Linkages to community services;
- 2) Assistance with transportation;
- 3) Assistance with educational testing;
- 4) Reasonable accommodations for individuals with disabilities;

- 5) Assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- 6) Assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- 7) Payments and fees for employment applications, tests, and certifications.

B6 – Program Indirect Costs:

Indirect costs are allowed upon submission of an approved indirect cost rate or a de minimis justification. This should only be submitted with the grant application if outlined as an allowable expense.

C5 – Other Training Expenses

Providing technical assistance for pay-for-performance contract strategies, which technical assistance may include providing assistance with data collection, meeting data entry requirements, identifying levels of performance, and conducting evaluations of such strategies.

Employer outreach and job development activities may include:

- 1) Contacts with potential employers for the purpose of placement of participants;
- 2) Participation in business associations (such as chambers of commerce); joint labor management committees, labor associations, and resource centers;
- 3) Subscriptions to relevant publications;
- 4) Active participation in local business resource centers (incubators) to provide technical assistance to small businesses and new businesses;
- 5) The development of on-the-job training opportunities

C8 – Apprenticeship Training

Expenses only for approved registered apprenticeship training costs as outlined in the grant's objective.

These expenses may include:

Related Technical Instruction (RTI) Reimbursements

Related Technical Instruction is an organized and systematic form of instruction designed to provide apprentices with the knowledge of the theoretical and technical subjects related to the apprentice's occupation.

On-The-Job Training (OJT) Reimbursements

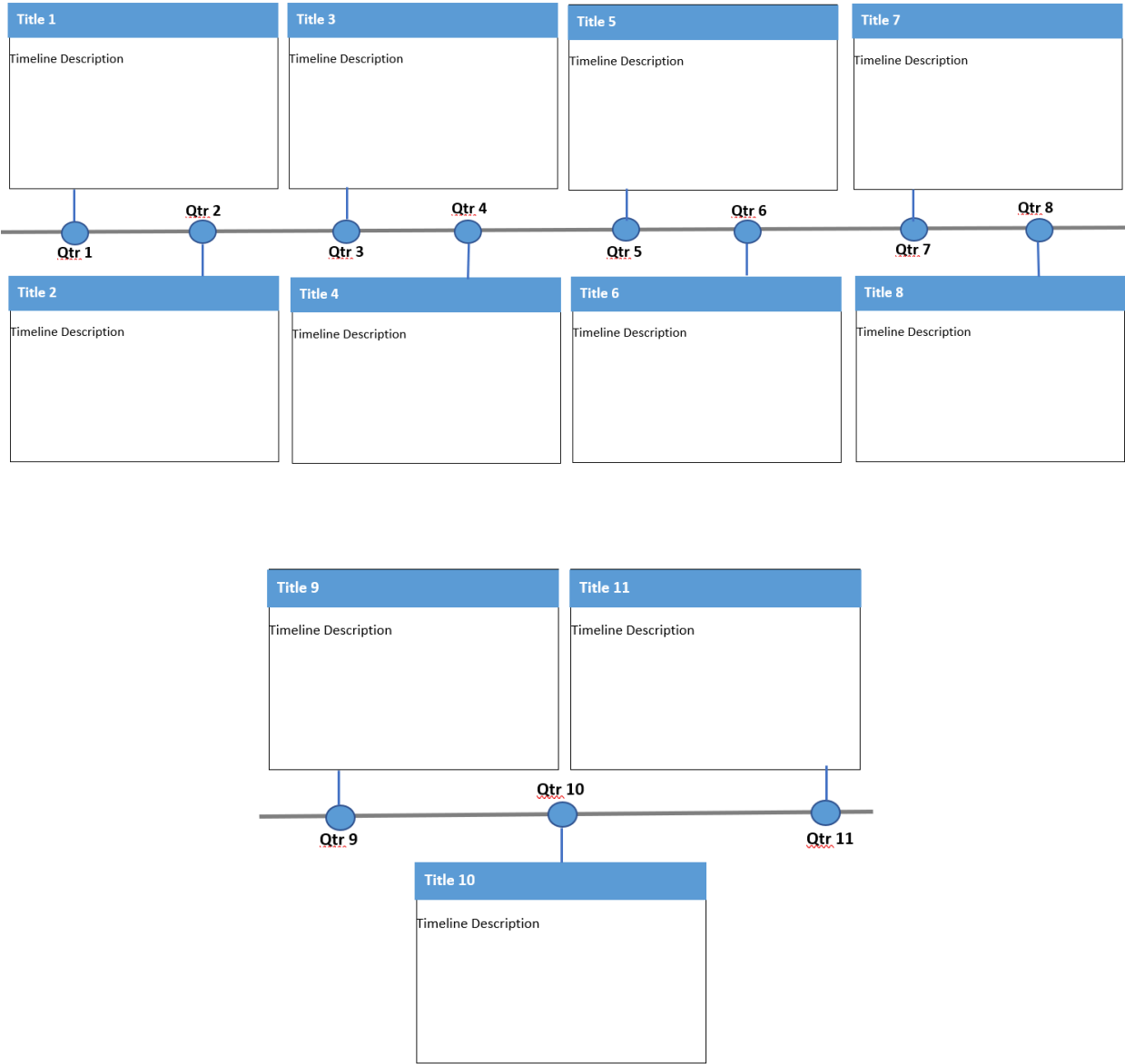
On-the-job training is training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- 1) provides knowledge or skills essential to the full and adequate performance of the job;
- 2) is made available through a program that provides reimbursement to the employer for the extraordinary costs of providing the training and additional supervision related to the training; and
- 3) is limited in duration as appropriate to the occupation for which the participant is being trained and outlined in the PAsmart apprenticeship grant

Appendix I: Goals/Outcomes Table

Goal and Outcomes Table						
No.	Measurable Performance Goal/Outcome	Performance Indicator	Evaluation Method	Target Number/Result	Timeline to Meet Goal/Outcome	Comment
1						
2						
3						
4						
5						

Appendix J: Timeline



Appendix K: Sustainability Plan

PAsmart
Supporting Broadband Infrastructure through Registered Apprenticeships and Pre-Apprenticeships
Grant Program

Project Sustainability Plan

1. Please describe how your project is sustainable in the long term. How will you ensure this initiative is able to carry on successfully beyond the grant period?

2. Do you expect all project elements to be sustained beyond the grant period? If not, please provide details on elements to be sustained. How will you ensure the continued success of your project if it is not sustained in its entirety?

3. Please identify potential funding sources and/or opportunities that may contribute to project sustainability.

- 4. Please identify potential community/programmatic partners that may contribute to project sustainability.**

- 5. After the grant performance period ends, what are your annual outcome goals for the programs that are supported as part of this project?**

Appendix L: EO 2021-06 Worker Protection and Investment Certification Form

A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with Pennsylvania's Unemployment Compensation Law, Workers' Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee's compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

<i>Signature</i>	<i>Date</i>
<i>Name (Printed)</i>	
<i>Title of Certifying Official (Printed)</i>	
<i>Contractor/Grantee Name (Printed)</i>	